CMS' RDS Program E-Newsletter

Useful Links:

RDS Center
Home page for the RDS Center
http://rds.cms.hhs.gov

CMS Coordination of Benefits/VDSA Web Site
Home page for information on submitting retiree files through the Voluntary Data Sharing Agreement
http://www.cms.hhs.gov/medicare/cob/default.asp

CMS Employer Page
Centers for Medicare and Medicaid Services Web Site specifically for employers
http://www.cms.hhs.gov/medicare/cob/default.asp

Contact Us:
http://rds.cms.hhs.gov

RDS Initial Payment Setup Training Webinar

The RDS Center is pleased to announce an RDS Initial Payment Setup Training Webinar, on Thursday, March 30, 3:00 EST. The objective of this RDS Outreach training event is to prepare RDS Secure Web Site users for the Initial Payment Setup functionality, which will be introduced Thursday, April 6 on the RDS Secure Web Site. The Initial Payment Setup functionality will allow the Plan Sponsor (either the Authorized Representative or Account Manager) to assign cost reporting and payment requesting privileges using the RDS Secure Web Site.

The RDS Initial Payment Setup Training Webinar will consist of a PowerPoint presentation viewable over the Internet combined with an audio presentation broadcast over a conference call line. The Webinar will include information about the Initial Payment Setup process such as: who may report costs and request payment, how often, and step-by-step instructions on how to perform the initial payment setup process.

To participate in the RDS Initial Payment Setup Training Webinar, on Thursday, March 30, you will need to register using the following audience participant link: Registration for the RDS Initial Payment Setup Training Webinar. This link takes you the RDS Event Services registration page where you are prompted to enter the following information: first name, last name, e-mail, and RDS Secure Web Site user role if applicable. After clicking the submit button, you will receive an e-mail confirming your registration and providing you a link to use on the day of the event, March 30, 3:00 EST. **We strongly recommend you join the Webinar at least 15 minutes prior to the start of the event to ensure your participation.**

Additionally, to hear the audio broadcast, please use the following toll free number: (866) 261-3331. Streaming audio is *not* available, so you must dial this toll free number to listen to the presenter.

In order to allow wide spread participation in the Plan Sponsor community, we encourage Sponsors to please consolidate conference and Internet lines when possible. Thanks in advance for your cooperation.

Audio Recording of the March 16, 2006 National Conference Call on the Interim Payment Process

The March 16, 2006 National Conference Call recording is available both as streaming internet audio and a download audio file for offline listening. Topics covered on this call included:

- What data is required to be submitted for payment;
- How to aggregate the data; and
- How to transmit the data to the RDS Center for payment.

Downloads:

- Conference Recording (windows media audio file 50,560KB)
- Conference Call Presentation (pdf, 216 KB)
- Accessible Conference Call Presentation (pdf, 168 KB)

New: Authorized Representative Verification Form Requirement

As a precondition to requesting subsidy payments, *all* Plan Sponsors must complete and submit to the Centers for Medicare & Medicaid Services (CMS) the Authorized Representative Verification form. An Authorized Representative Verification form must be submitted *for each Plan Sponsor Identification Number (not for each application)*. For example, if an individual is an Authorized Representative for two different Plan Sponsors, then two Authorized Representative Verification forms must be submitted. Please note that the provided verification form must be submitted as is (i.e., not modified).

The Authorized Representative Verification form is written documentation from the Plan Sponsor verifying that the individual listed on the RDS application as the Authorized Representative is authorized to act on the Sponsor's behalf. An Authorized Representative is an individual to whom the Plan Sponsor has granted the legal authority to bind the Sponsor to the terms of the Plan Sponsor Agreement in the RDS application. Examples of the Authorized Representative include the Sponsor's general partner, CFO, CEO, president, Human Resources Director, or an individual who holds a position of similar status and authority within the Sponsor's organization. For multi-employer plans, the Authorized Representative does not have to be an employee of the Sponsor, but may be a member of the jointly appointed board of trustees, which includes both labor and management trustees.

By asking for the Plan Sponsor Identification Number both the Sponsor and the RDS Center gain an additional level of protection. Because Retiree Drug Subsidy payments are made with Medicare trust fund dollars, the collection of this data ensures that the RDS Center makes

accurate subsidy payments to legitimate Sponsors and protects taxpayer monies as required by law.

An individual with sufficient position and title to verify the Authorized Representative's identity shall complete the Authorized Representative Verification form. The form is available for downloading. Verification forms must be sent to CMS via FAX to 410-786-6301, via scanned image (jpg, gif, bmp) in an e-mail to RDSpayment@cms.hhs.gov, or via the United States Postal Service to:

CMS
7500 Security Boulevard
Mail Stop C1-22-06
Baltimore, MD 21244-1850

Please note that regardless of the method of submission the verifier's signature must be included.

Downloads:

- [Authorized Representative Verification Form](#) (pdf, 32 KB)

COBRA Coverage in the RDS Program

CMS' RDS Center is pleased to announce additional information about individuals receiving COBRA coverage and whether they may be considered a "qualifying covered retiree."

CMS' has recently published a document responding to the following question in the Plan Sponsor community: An employer provides retiree drug coverage as well as coverage to actively employed workers and their family members. The employer has applied for the retiree drug subsidy. Can the employer treat individuals receiving COBRA coverage as "qualifying covered retirees?"

To view the response to this question, go to: [RDS Qualifying Covered Retirees and COBRA](#).

Medicare Part D Drug Determination Guidance

CMS' RDS Center would like to point your attention to some information recently published by CMS specifically for the Medicare Part D program that may provide some additional guidance for Plan Sponsors on how to determine if specific drugs are Medicare Part D eligible, which is a requirement of the RDS Program.

First, CMS recently published a list by NDC code of Part D drugs for the Medicare Part D program. To access this list of drugs that may be included on Medicare Part D formularies, go to the [Formulary Reference](#)

NDC File for CY 2007 Formulary Submissions. Each row in the list represents a single drug characterized by a proxy NDC code, brand name, generic name, dosage form and strength.

Additionally, please reference the following documents to learn more about various coverage issues affecting the RDS Program:

Medicare Part B/D Coverage Issues - A quick and easy reference guide for the most frequent Medicare Part B versus Medicare Part D coverage determination scenarios facing Medicare Part D plans and Medicare Part D pharmacy providers.

Medicare Part B versus Medicare Part D Coverage Issues - This document provides an overview of outpatient prescription drug coverage policies under Medicare.

New RDS Secure Web Site Functionality - *Coming April 6, 2006*

CMS' RDS Center is pleased to announce that new RDS Secure Web Site functionality will be implemented on Thursday, April 6, 2006. Included in this new functionality are:

Initial Payment Setup functionality that will allow RDS Secure Web Site users to assign cost reporting and payment requesting priviledges using the RDS Secure Web Site.

Change Application functionality will allow RDS Secure Web Site users to make some application changes when the application is in one of the following status categories: Submitted, Approved, Application Error, Re-Sign Application.

Upgraded Help functionality will allow users to access a *new,* detailed, indexed, and expanded "Advanced Help" on RDS Processes as well as the traditional 'Help about this page' – both *from within* the RDS Secure Web Site.

In addition, update information and functionality will be added to the Appeal function.

Check the "How To" section of CMS' RDS Program Web Site on April 6, 2006, for documents that will provide detailed explanations on this new functionality on the RDS Secure Web Site.

Helpful Tips

This section is intended to provide you with helpful tips about relevant RDS topics. The focus of this 'Helpful Tips' section is **Payment Setup**

(Interim Payment Process, Initial Payment Setup, Authorized Representative Verification).

- To learn more about the Interim Payment Process, review the National Call and Follow-up National Call presentations and listen to the audio recording of the follow up call. Information on these resources is in this E-Newsletter.
- Register and attend the Initial Payment Setup Training Webinar that will be held on March 30, 2006.
- Verify your Authorized Representative *now* to ensure that this important task is completed early. Remember that an Authorized Representative Verification Form must be submitted for each Plan Sponsor ID Number (*not for each application).*